

HR Officer

Yaandina Community Services, situated in Roebourne for over 40 years, is the largest provider of community services in the Pilbara. Yaandina has a comprehensive suite of services that include: Youth and Family programs, Community and Aged Care services and Drug & Alcohol services. Through integrity, respect, team work, continuous improvement and innovation the dedicated staff at Yaandina focus on the needs of each of our clients to deliver the best possible service and care.

About the role:

The Human Resources Officer is responsible for supporting the Manager, Corporate Services in the delivery of high-level human resources services and programs across the organisation. This role plays a key part in employee relations, industrial relations, workplace investigations, injury management, recruitment, retention and workforce planning initiatives.

The Human Resources Officer also provides supervision and support to the Human Resources Administrator to ensure the effective delivery of HR administration functions and services.

Duties include but not limited to:

- Assist with the development and implementation of recruitment and retention strategies.
- Conduct employee relations and industrial relations investigations, providing advice and support to employees and managers.
- Manage injury management and return-to-work programs.
- Coordinate and support employee engagement, value initiatives and performance management processes.
- Support workforce planning and strategic HR initiatives.
- Participate in recruitment activities including interviews and selection processes.
- Maintain accurate employee records and HR databases.
- Promote cultural safety and ensure HR practices are inclusive and respectful of cultural diversity.
- Coordinate and support employee health and wellbeing programs, mental health initiatives and workplace wellbeing activities.
- Provide supervision, guidance and support to the Human Resources Administrator

About you:

- Strong communication and interpersonal skills.
- Excellent organisational and time-management skills.
- Ability to handle confidential information with professionalism and discretion.
- Strong problem-solving and decision-making skills.
- Understanding and respect for cultural diversity and culturally responsive workplace practices.
- Experience working within Aboriginal communities or community services organisations will be highly regarded.
- Experience in a Human Resources role desirable but not essential.

Requirements of the role:

- Certificate or Diploma in Human Resources, Business Administration or a related field or willingness to obtain.
- Current National Police Clearance.
- Current C Class Driver's Licence.
- Proficiency in Microsoft Office Suite and HR systems.

Hour of work:

This is a full-time position. Monday to Friday 8am – 4pm. Flexibility to meet operational requirements may be required.

Salary and benefits:

- Competitive annualised salary
- Superannuation
- Salary packaging options available
- Remote allowance
- Professional development, conferences and training opportunities
- Employee health and wellbeing initiatives
- Opportunity to contribute to a culturally diverse and community-focused organisation

If you think this position is for you, please apply through Yaandina's website - <https://yaandina.org.au/about-us/careers/>.

Yaandina is committed to providing an environment of diversity and inclusion and is a strong supporter of training and professional development. We are an Equal Employment Opportunity (EEO) employer and are committed to building a workplace culture that values diversity and inclusion. We welcome, actively support and promote the employment of Aboriginal and Torres Strait Islander people, people with disabilities, LGBTQI+, culturally and linguistically diverse (CALD) backgrounds and other diversity groups.